

OUTSTANDING CHAPTER



PURPOSE

To evaluate local chapter activities that benefit the student members, the school and the community. The outstanding chapters chosen each year serve as an example of the enthusiasm and careful planning necessary to keep chapters active and to involve as many members in activities as possible.

First, refer to General Regulations, Page 9.

CLOTHING REQUIREMENT (INTERVIEW)

For men: Official red blazer, windbreaker-style jacket or sweater; black dress slacks; white dress shirt; plain black tie with no pattern or SkillsUSA black tie from Midwest Trophy; black socks and black shoes.

For women: Official red blazer, windbreaker-style jacket or sweater; black dress slacks or skirt with businesslike white, collarless blouse or white blouse with small, plain collar that may not extend onto the lapels of the blazer; black sheer or skin-tone hose and black shoes. To purchase official clothing, contact Midwest Trophy Manufacturing Co. Inc. by calling 800-324-5996 or order online at: www.mtmrecognition.com/skillsusa/.

Note: Contestants must wear their official contest clothing to the contest orientation meeting.

EQUIPMENT AND MATERIALS

Supplied by the contestant: One-page, typewritten résumé

ELIGIBILITY

All state first place winners may be entered in national competition. There is one high school and one college/postsecondary competition per state.

Deadline

The Outstanding Chapter entry will be brought to the National Leadership and Skills Conference (NLSC) and submitted to SkillsUSA Championships headquarters no later than noon on the Tuesday immediately prior to the SkillsUSA Championships. A card with the name

of the state, school and interview student must be taped on the inside of the cover of the notebook.

Exhibit of Entries

Outstanding Chapter entries will be displayed in a secure area following the judging. Observers will be allowed to view them at designated times during the conference.

Pickup of Entries

Outstanding Chapter entries will be picked up the last day of the National Leadership and Skills Conference by the student(s) or advisor. Entries will not be released to an unauthorized person.

SCOPE OF THE CONTEST

Knowledge Performance

There is no written knowledge test required for this contest.

Skill Performance

The contest assesses a chapter's ability to effectively plan, organize, implement and record activities related to its annual program of work.

Contest Guidelines

1. The chapter will organize the year's activities and record them in an official SkillsUSA scrapbook with a completed secretary's and treasurer's notebook available from the SkillsUSA Merchandise Catalog.
2. Awards will be presented in two categories:
 - a. High School Division will recognize a first-, second- and third-place winner.
 - b. College/Postsecondary Division will recognize a first-, second- and third-place winner.
3. The Outstanding Chapter entry will:
 - a. Contain verification, proof or evidence of the activities claimed and the date they were accomplished.
 - b. Be in an official SkillsUSA scrapbook from the SkillsUSA Merchandise Catalog.
Note: Different pages may be substituted for pages supplied in the official SkillsUSA scrapbook or the pages may be covered; however, both front and back covers must be used without alteration.
Penalty: Ten points will be deducted for alteration to either cover.
 - c. Number of pages allowed: no more than 75 sheets of paper the size of the official SkillsUSA scrapbook paper. Both surfaces of the 75 sheets may be filled for a maximum of 150 surfaces.

Penalty: Five points per surface (10 points per sheet of paper) will be deducted for exceeding these maximums. (**Note:** A surface is only that material which can be pasted or glued to the basic scrapbook paper.) Any pockets, fold-out pages, multiple pages or similar features will count as additional surfaces and will be subject to penalty, except where specifically stated otherwise. Pages may be plasticized without affecting the scores. (**Note:** Any entry omitting an item listed under Scope of the Contest, Parts 1–3, will be automatically disqualified.)

4. The scrapbook must be organized by activity in the same sequence as the rating sheet. **Penalty:** Ten points will be deducted for each activity that is out of sequence. Points may be claimed only for chapter activities that were accomplished during the year in which the entry is made, except as noted. Summer activities may be included, but a chapter may not claim points for activities that were a result of the previous year's chapter.
5. Points used in one section may not be claimed in another section. For example, social meetings may not be counted as both social and professional meetings. However, newspaper articles describing chapter activities may still receive publicity credit under Newspaper Publicity.
6. Points will be awarded based on verification and/or documentation of activities described in the following order:
 - a. The first surface of the scrapbook will be a title page.
 - b. The Table of Contents may be on the back surface of the title page or the front of Page 2 (third surface) with page numbers included.
 - c. All surfaces will be numbered.

Elements and Criteria for Judging

Part 1: School-Related Chapter Activities

A. Chapter Membership

1. Points will be based upon the percentage of SkillsUSA members compared to the enrollment in SkillsUSA. One-half point will be awarded for each 1 percent of membership. For example, if there are 40 eligible students and 20 of them join SkillsUSA, the membership is 50 percent, for a total of 25 points.
2. Verification: An official letter from the local school administrator verifying class

enrollment and actual SkillsUSA membership must be submitted in this section of the scrapbook. (**Note:** Where schools participate in the Total Participation Plan, the school administrator must clearly state in the verification letter the true number of skilled and technical science students enrolled and the true number of SkillsUSA members.)

3. Copies of an official listing of members submitted to the state association must be placed in the secretary's notebook.

B. Participation in Chapter Standards

1. The chapter (advisor and all members) must register as an official Chapter Standards site. Advisors should register by going to www.skillsusa.org. (Advisors must register prior to students). One page: photocopy of participation certificate or decal.
2. All chapter members must complete all pre- and post- self assessments on the Chapter Standards site and describe the following:
 - a. How the pre-test results were used to choose chapter activities
 - b. How the final results demonstrated student improvement (One-page essay)
3. The chapter must demonstrate use of the Cycle of Learning for two chapter activities. (Include hard copies of the Cycle of Learning plans.)

C. Official SkillsUSA Equipment

1. Two points will be awarded for having each of the following official SkillsUSA equipment in the classroom:
 - a. Banner
 - b. SkillsUSA secretary's notebook
 - c. SkillsUSA treasurer's notebook
 - d. Ceremonial emblem
 - e. Gavel
 - f. U.S. flag
 - g. *Robert's Rules of Order, Newly Revised*
 - h. Creed
 - i. Charter

Verification: One photo clearly showing these items must be submitted. The photo must be taken in such a way that all writing can be read on the items displayed.

Note: Two points will be deducted for each missing item.

D. SkillsUSA Program of Work

1. Describe the methods or procedure used to determine the local SkillsUSA program of activities for the year. A minimum of

five committees must be established. The description must indicate a minimum of the following items:

- a. List each committee and the names of members
 - b. Provide the date, time and a list of attendees for all committee meetings
 - c. Copies of the minutes of all committee meetings must be placed in the secretary's book. In the scrapbook, reference the page in the secretary's book where each committee meeting is located
2. Consider the following committees:
- a. Professional Development
 - b. Ways and Means (Budget)
 - c. Community Service
 - d. Local SkillsUSA Championships
 - e. Employment
 - f. Public Relations
 - g. Social
3. Points will be awarded based on a written description of the chapter's program activities, which must include the following for each activity:
- a. Provide written evidence the committee met for planning purposes
 - b. Describe each committee's responsibilities
 - c. Describe how the planning for each committee function was carried out

Note: The total description of the chapter's program of activities should be no more than three pages in length and will count as only one surface.

E. Leadership Training for Officers and Members

1. Describe how chapter officers were prepared to conduct chapter meetings and provide leadership for the chapter.
2. Describe how chapter members were taught to effectively use parliamentary procedure in conducting their business meetings. This description should include classroom type procedures taught by chapter advisors in addition to any workshops attended by members for the purpose of learning parliamentary procedure. The description should include the *Advisor's Success Kit* (ASK '04), which contains material from the no-longer-available Meetings Kit and Teacher's Tool Kit as a reference. ASK '04 is available for order from the SkillsUSA Educational Materials Catalog or by calling 800-321-8422.

3. Describe your installation of chapter officers. Points will be awarded for a written description of activities, which must include:
 - a. Evidence of planning. (Describe how the installation ceremony was planned.)
 - b. Schedule of activities. (Where did the installation ceremony take place? Who participated in the installation process? How many members were in attendance?)
 - c. Method of implementation. (Provide a description of how the ceremony was conducted. The description must include reference to the installation ceremony as found in the *SkillsUSA Leadership Handbook*).
4. Describe your induction of new members. Points will be awarded for a written description of activities, which must include:
 - a. Evidence of planning (Describe how the initiation ceremony was planned)
 - b. Schedule of activities. (Where did the initiation ceremony take place? Who participated in the installation process? How many members were in attendance?)
 - c. Method of implementation. (Provide a description of how the ceremony was conducted.)
5. Photos of all events must be included.

F. Business/Professional Chapter Meetings

1. The chapter must hold a total of nine meetings between the months of July 1 and May 30 of the current school year. No meetings relative to activities conducted the previous year may be counted.
2. Credit will be given for one meeting per month (two or more meetings in the same month will count only as one monthly meeting).
3. A minimum of six meetings must include one or more of the following: a guest speaker, field trip, films or professional development activities. The description of the meeting should indicate if the meeting was one of the six required as described.

A written report of each meeting must be provided. The report shall include the planning for each meeting, how the planning was carried out, and number of members participating in each meeting. Reference should be made in this section

as to the page number of the minutes of each meeting in the secretary's notebook.

G. Social Activities

1. Social activities are defined as informal activities such as a party or dance. All students must have an opportunity to participate in activities claimed. Credit will be given for only two activities. A written description must be presented to include the following:
 - a. Objective of the activity
 - b. Evidence the event was planned by a committee
 - c. A description of how the activity was conducted
 - d. How many members participated?
 - e. Date, time and place of activity
2. A minimum of one photograph for each activity must be included.

H. Newspaper (SkillsUSA Publicity)

1. Zero to 15 points will be given for each public relations activity of the local chapter designed to promote SkillsUSA membership, class enrollment, career and technical education, or community awareness of SkillsUSA. SkillsUSA must be mentioned in the publicity article or credit will not be given.
2. Three activities must be related to the following:
 - a. Participating in a radio program (must be related to local SkillsUSA chapter)
 - b. Participating in a television program (must be related to local SkillsUSA chapter)
 - c. Conducting assembly programs (must be related to local SkillsUSA chapter activities)
 - d. Participation in civic or professional group activities (must be to assist the civic or professional group)
 - e. Presentation to civic or professional group (to promote local SkillsUSA chapter)
 - f. Trade or labor organization participation (cannot be related to Part 3, Business and Industry Relations)
3. At least three activities must be newspaper publicity. Original copies of newspaper articles must be submitted. Dates of the article must be within the article or a letter of verification from the editor must be submitted. Photocopies of articles are not acceptable. Credit will not be given for newspaper activities resulting from Item 2 above.

4. At least three or more members must be involved in each activity. Name(s) must be listed in the description.
5. A description of each activity must be written. The description will include the following:
 - a. Objective of the activity
 - b. Evidence activity was planned by a committee
 - c. Description of how activity was conducted
 - d. Number of members who participated in each activity
6. Photographs may be included.

I. Awards and Recognition Program

1. The Awards and Recognition Program should be designed to recognize the contributions of program advisory committee members, chapter members, SkillsUSA chapter achievements, employer or advisory committee banquets, assembly programs for recognition or special occasions (must be related to accomplishments of the SkillsUSA chapter or members).
2. Credit will be given for only one program.
3. A written description of the activity must be presented. Points will be awarded as follows:
 - a. What is the objective of the activity?
 - b. Provide evidence that a committee planned the activity
 - c. Describe how the activity was conducted
 - d. List in the description the number of members participating.
4. A minimum of one photograph must be submitted.

J. Local SkillsUSA Championships

1. Points are based on 20 points for each of five SkillsUSA Championships contests conducted on the local level in which the chapter members participated. Credit will be given only for those contests of leadership or occupational preparation offered in the SkillsUSA technical standards. At least one of the five contests must involve occupational skills.
2. Points will be awarded for:
 - a. Evidence that a committee planned the local event
 - b. A written description of each contest to include date, time and location of contest; names of contest technical committees; names of judges for each event; and names of contestants in each contest.

3. Verification: The local school administrator must sign a statement verifying that the local SkillsUSA Championships events were held. Pictures of each contest must be submitted. (The photographs must show the contestant[s], judges and contest area.)

K. Professional Development Program

1. Two points will be awarded on the basis of the number of members who have achieved Levels 1 to 5 of the Professional Development Program.
2. Guidelines and rules as outlined in the Professional Development Program must be followed in acquiring the levels.
3. Names of SkillsUSA members, name of each member's training program and dates of all achievements must be included.
4. Cooperative education students must include the name of the job for which they are training, such as auto service technician or watch repairer, not ICT or CIE. Individual members may earn points in one or more levels of this program.
5. Students will receive two points credit for each level achieved in the Professional Development Program, including those levels awarded in previous years.
6. Verification: A letter from the local school administration must verify points claimed.

Part 2: Community Activities

These activities should benefit the community. (Examples: project to help a needy family, clean-up or paint-up campaign, health promotion activity, safety program, blood drive, project to assist special populations, voter registration drive.) Pictures must show some SkillsUSA members in SkillsUSA attire while participating in the event.

- A. Credit will be given for three activities (100 points each)
- B. Points will be awarded by writing a description of each activity to include the following:
 1. Objective of the activity
 2. Evidence the activity was planned by a committee
 3. Written description as to how the activity was conducted
 4. Names of all participants in the activity
 5. List of place, time and date for each activity

6. Evidence of students dressed in SkillsUSA attire
- C. A list of community activities included in the previous year's Outstanding Chapter contest must be submitted. No credit will be given during the current year for any activity that occurred in the previous year. There must be a one-year absence before any activity is repeated.
- D. A minimum of one photograph for each activity must be submitted. The photograph must show students involved in the activity as it took place.

Part 3: Business and Industry Relations

In this section, the chapter must include a written description of at least two business and industry related activities (100 points each). A list of suggested activities may include, but is not limited to, the following:

- Business and Industry Tour
- Business and Industry Shadowing Program
- Business and Industry Work-Based (Coop) Program
- Service Learning Activity/Community Service Activity
- Partners in Progress
- Job Fair

A detailed description of each activity must be included. The description should indicate how the chapter and the business community work together for the benefit of the students enrolled in the SkillsUSA chapter. The following information must be included in the description:

- A. Name of the committee and committee members who planned the activity (reference to the page number in the secretary's minutes for the committee meeting minutes)
- B. How the activity was carried out
 1. List the names of all participants in the activity
 2. List the date of the activity and a description of the day's events
 3. Describe the benefit received by participants
 4. Describe the benefit to the host business/industry

A minimum of one photo for each activity showing students involved must be presented. This activity should include an opportunity for all chapter members to be involved. Photos must show some SkillsUSA members in SkillsUSA attire while participating in the event. The local business/industry must provide a letter of verification for the activity. Only one event per business/industry is allowed. The second event

must be conducted with another business/industry.

Part 4: General Appearance and Overall Layout

Points will be awarded on the basis of the overall quality of the Outstanding Chapter entry. The uniformity of presentation, neatness, clarity of material, quality of pictures and printed material will be considered.

Part 5: Secretary/Treasurer Notebook

Twenty points will be awarded for the secretary's notebook, based on:

- A. Membership and attendance rosters
- B. Chapter yearly calendar of activities
- C. Names of committee members and complete minutes of all committees
- D. Minutes of all business and professional meetings
- E. Names of local and state officers and national presidents
- F. Local, state and national constitutions. Fifteen points will be awarded for the treasurer's notebook, based on:
 1. Projected budget
 2. Dues payment record for local, state and national dues
 3. Monthly income record
 4. Monthly expense record
 5. Year beginning and ending balance

Note: The secretary's and treasurer's notebooks are submitted separately. Points will be awarded based on meeting the requirements listed and for the neatness and clarity of the notebooks.

Part 6: Student Interview

After all scores are calculated, only the top five chapters in the high school division and the top five chapters in the college/postsecondary division will be eligible for the additional points. Up to 100 points will be awarded based on the interview.

An interview schedule will be posted by contest judges no later than 3 p.m. on the day of the contest. The interview will be with one student designated by the advisor. Students will have an opportunity to explain how they approached various activities and how the Outstanding Chapter project benefited their class and/or school. The interview will be used to help verify points awarded by the judges and to answer any questions they may have.

The student must submit a one-page, typewritten résumé to the national technical committee along with the notebook entry.

Standards and Competencies

OUT 1.0 — Plan and conduct meaningful and effective activities related to SkillsUSA program of work

- 1.1 List components of SkillsUSA program of work
- 1.2 Identify chapter activities to meet expectations of program of work
- 1.3 Design and plan activities
- 1.4 Conduct activities
- 1.5 Record and publicize activities
- 1.6 Evaluate success of activities for future planning

OUT 2.0 — Communicate the activities of a SkillsUSA chapter effectively in a scrapbook in the sequence provided by the technical committee's rating sheet

- 2.1 Identify appropriate activities to meet each of the required items in contest guidelines
- 2.2 Design visual and written components to communicate identified activities
- 2.3 Show participation in chapter standards
- 2.4 Provide verification, proof or evidence of the activities claimed and the date they were accomplished
- 2.5 Design a scrapbook with no more than 75 pages or 150 surfaces following contest guidelines

OUT 3.0 — Describe activities and respond to inquiries about activities in an interview setting

- 3.1 Introduce self professionally
- 3.2 Display good posture and appropriate dress and grooming
- 3.3 Demonstrate knowledge of scrapbook and chapter activities
- 3.4 Respond to four to six questions from the judging panel
- 3.5 Explain personal involvement in chapter and scrapbook concisely, when applicable

Committee Identified Academic Skills

The technical committee has identified that the following academic skills are embedded in this contest.

Math Skills

- Solve practical problems involving percents

Science Skills

None Identified

Language Arts Skills

- Provide information in conversations and in group discussions
- Provide information in oral presentations
- Demonstrate use of verbal communication skills, such as word choice, pitch, feeling, tone and voice
- Demonstrate use of nonverbal communication skills, such as eye contact, posture and gestures using interviewing techniques to gain information
- Demonstrate comprehension of a variety of informational texts
- Organize and synthesize information for use in written and oral presentations
- Demonstrate knowledge of appropriate reference materials
- Use print, electronic databases and online resources to access information in books and articles
- Demonstrate narrative writing
- Demonstrate persuasive writing
- Demonstrate informational writing
- Edit writing for correct grammar, capitalization, punctuation, spelling, sentence structure and paragraphing

Connections to National Standards

State-level academic curriculum specialists identified the following connections to national academic standards.

Math Standards

None Identified

Source: NCTM Principles and Standards for School Mathematics. To view high school standards, visit: standards.nctm.org/document/chapter7/index.htm. Select "Standards" from menu.

Science Standards

- Understands the nature of scientific inquiry

Source: McREL compendium of national science standards. To view and search the compendium, visit: www.mcrel.org/standards-benchmarks/.

Language Arts Standards

- Students apply a wide range of strategies to comprehend, interpret, evaluate and appreciate texts. They draw on their prior experience, their interactions with other readers and writers, their knowledge of word meaning and of other texts, their word identification strategies, and their understanding of textual features (e.g., sound-letter correspondence, sentence structure, context, graphics)
- Students adjust their use of spoken, written and visual language (e.g., conventions, style, vocabulary) to communicate effectively with a variety of audiences and for different purposes.
- Students employ a wide range of strategies as they write and use different writing process elements appropriately to communicate with different audiences for a variety of purposes
- Students apply knowledge of language structure, language conventions (e.g., spelling and punctuation), media techniques, figurative language and genre to create, critique and discuss print and nonprint texts
- Students conduct research on issues and interests by generating ideas and questions and by posing problems. They gather, evaluate and synthesize data from a variety of sources (e.g., print and nonprint texts, artifacts, people) to communicate their discoveries in ways that suit their purpose and audience
- Students use a variety of technological and information resources (e.g., libraries, databases, computer networks, video) to gather and synthesize information and to create and communicate knowledge
- Students use spoken, written and visual language to accomplish their own purposes (e.g., for learning, enjoyment, persuasion and the exchange of information)

Source: IRA/NCTE Standards for the English Language Arts. To view the standards, visit: www.readwritethink.org/standards/index.html.

CONTEST SCORECARD

Items Evaluated	Possible Points
Chapter Membership.....	30
Chapter Standards.....	75
Official SkillsUSA Equipment.....	10
SkillsUSA Program of Work.....	30
Leadership Training for Officers and Members...	75
Business Professional.....	70
Social Activities.....	10
Newspaper (SkillsUSA Publicity).....	70
Awards and Recognition Program.....	50
Local SkillsUSA Championships.....	75
Professional Development Program.....	30
Community Activities.....	215
Business and Industry Relations.....	150
General Appearance and Layout.....	10
Secretary/Treasurer Notebook.....	25
Student Interview.....	75

Sub Total	1,000
Résumé Penalty	_____
Clothing Penalty	_____
Notebook Penalty	_____
TOTAL	_____